

CIA INTERNAL USE ONLY

10 October 1958

Inspector General



Administration

Kirk:

I have given the original of this to the Director and he has indicated that he will raise it at an early Deputies' Meeting.

/s/ *g*

LKW

Deputy Director (Support)

124A

East

717

DD/S:LKW:laq

Distribution:

O - Add w/ditto of 58-3295 (#2)

1 - DD/S chrono w/o att

1 - DD/S subject w/o att

1 - DD/S reading w/o att

DD/S-58-3295 (#2): Memo dtd 8 Sep 58 to DD/S fr D/Log, subj.: "Cornerstone Ceremony, New Headquarters Building." Att A & B

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Miscellaneous

Mr. Dulles

I think that you will be interested in looking at the attached study which the Building Planning Staff has prepared concerning a Cornerstone Ceremony for our new building.

Were it not for the possibility that the President's term of office will expire prior to a date when we could have a combined "Dedication-Cornerstone Ceremony" such as the Atomic Energy Commission had this might be preferable. Under the circumstances I think that we should proceed with a Cornerstone Ceremony next Spring.

If you agree I recommend that we have our Ceremony on a Saturday and that you ascertain the date that is most likely to be acceptable to the President. We can then proceed to work out and settle the necessary details.

/s/

L. K. White

cc: General Cabell

24 Sep 58

DD/S:LKW:laq

Distribution:

- O - Add - w/ditto of 58-3295^{O/S}
- 1 - General Cabell - w/ditto of 58-3295^{O/S}
- 1 - DD/S chrono
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3295 (st 2)
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A & B.

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58-3295

MEMORANDUM FOR: Deputy Director (Support)

8 September 1958

SUBJECT : Cornerstone Ceremony, New
Headquarters Building

1. The purpose of this memorandum is to outline proposals for the cornerstone ceremony for review by the Steering Committee and to suggest action by the Director of Central Intelligence as outlined in paragraph 3.

2. Attached as Appendix "A" is a discussion of the various matters to be considered in connection with the cornerstone ceremony. These may be summarized as follows:

a. A date in the Spring or Summer of 1959 is recommended. In order that a maximum number of Agency employees may attend, a Saturday date is suggested. May 2, 9, 16, 23 + 30 (Hol.)

b. The Architect-Engineer should be requested to design the stone. In order that he may do so, a decision must be reached on the names and titles to be engraved in the stone. Attached as Appendix "B" are several possible groupings for consideration.

c. The material to be deposited behind the cornerstone must be identified and assembled.

d. Arrangements must be made for the President to attend and lay the cornerstone.

e. A list of the special guests must be compiled.

f. Arrangements must be made for equipment such as the speakers stand, chairs, public address system, trowels and other furnishings.

g. A program in the form of a brochure providing an opportunity for recognition of many of the firms and individuals associated with the project, as well as appropriate photographs and written material about the building is recommended.

1, 4 or 6

Committee?
9/3. o.s.c. sep.

ACD

ACD + Sep. info

LO.


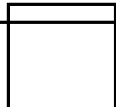
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h. Invitations for the special guests must be engraved and arrangements made for music at the ceremony.

3. In order that we may proceed with this undertaking, it is suggested that the Director of Central Intelligence be requested to select the date for the ceremony, arrange with the White House for the President's attendance and determine the Agency policy with respect to the names and titles to be engraved on the cornerstone.

4. When the action proposed in paragraph 3 has been accomplished, the Building Planning Staff will request the Architect-Engineer to design the cornerstone. From this point on, arrangements might either be handled by a committee set up for the purpose by the Steering Committee or the Building Planning Staff, working through the liaison officers and other Agency officials, as may be appropriate, will arrange or coordinate the arrangements for carrying out the remainder of the program as outlined in Appendix "A" subject to such policy guidance as may be given by the Steering Committee.

5. It is recommended that the Agency arrange with the National Park Service, on a reimbursable basis, for assistance on the cornerstone arrangements. The Park Service estimated the total cost for such a ceremony to range from ten to twenty thousand dollars; however, this covers the time of all persons participating, including our own. Accordingly, the actual cost for their assistance should be considerably less but this will be confirmed before entering into any agreement.


 JAMES A. GARRISON
Director of Logistics

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